

**Michigan's State Planning Project for the Uninsured  
Advisory Council  
Process and Roles**

The Council will have co-chairs. The co-chairs shall assist members and the group to follow the ground rules; facilitate group discussion; identify, clarify, and reframe issues; test parties assumptions / inferences; and facilitate dispute resolution procedures as needed.

Council members shall actively engage and participate in the discussion, follow the ground rules, work hard on the issues, and provide feedback on reports and future agendas.

Council members shall have the authority to speak on behalf of their organizations, but in doing so their actions do not bind their respective organizations.

Council members shall keep their constituencies informed of the Council's progress.

The Council will meet a minimum of eight times during the next year.

Council members may designate one individual to function as their alternate when the member is unable to be in attendance. The alternate shall serve as a voting member in the absence of the member.

A quorum shall be one half of the membership plus one.

Members will agree to abide by ground rules to facilitate the quality of the communication and decision-making.

After each meeting, staff will prepare a summary of the meeting and a proposed agenda for the next meeting. These documents will be sent to members before the next meeting.